

**THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: DbA:
Holualoa Foundation for Arts & Culture Donkey Mill Art Center

Amount of State Funds Requested: \$ 60,000

Brief Description of Request (Please attach word document to back of page if extra space is needed):

The Holualoa Foundation for Arts & Culture doing business as the Donkey Mill Art Center is seeking \$60,000 in support of art education and experience programs provided for keiki and teens, parent-child, developmentally-disabled adults and senior citizens in support of community wellness through the integration of art education and experiences for the diverse population of West Hawai'i.

Amount of Other Funds Available:

State: \$ 0
Federal: \$ 0
County: \$ 0
Private/Other: \$ 5,000

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 49,509.50

Unrestricted Assets:

\$ 115,000

New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

Type of Business Entity:

501(C)(3) Non Profit Corporation
 Other Non Profit
 Other

Mailing Address:

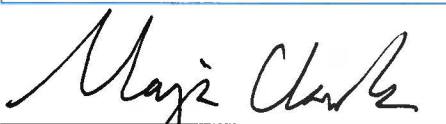
78-6670 Mamalahoa Highway
City: State: Zip:
Holualoa HI 96725

Contact Person for Matters Involving this Application
Maja Clark

Name: Maja Clark	Title: Executive Director
Email: maja@donkeymillartcenter.org	Phone: (808) 322-3362

Federal Tax ID#:

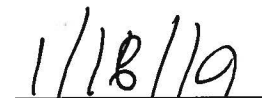
State Tax ID#



Authorized Signature

Maja Clark, Executive Director

Name and Title



Date Signed

received
1/18/19 4:03p JP

Applicant Holm Aoa Foundation for Arts
& Culture dba Donkey Mill Art Center

Application Submittal Checklist

The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - a) Budget request by source of funds ([Link](#))
 - b) Personnel salaries and wages ([Link](#))
 - c) Equipment and motor vehicles ([Link](#))
 - d) Capital project details ([Link](#))
 - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



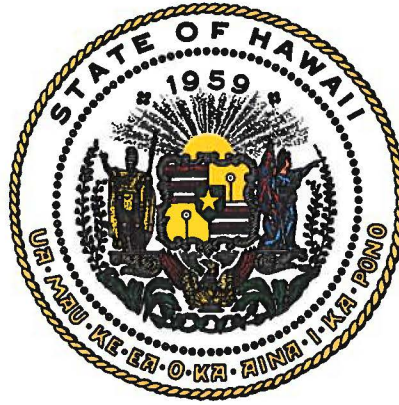
AUTHORIZED SIGNATURE

Executive Director

PRINT NAME AND TITLE

1/18/19

DATE



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

HOLUALOA FOUNDATION FOR ARTS AND CULTURE

was incorporated under the laws of Hawaii on 05/02/1995 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 12, 2018

Director of Commerce and Consumer Affairs



**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAI'I REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.

- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.

- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

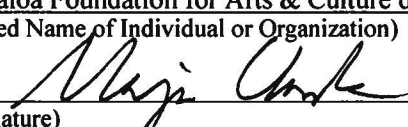
Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Holualoa Foundation for Arts & Culture dba Donkey Mill Art Center

(Typed Name of Individual or Organization)

(Signature)

 1/18/19

(Date)

Maja Clark, Executive Director

(Typed Name)

(Title)

**Holualoa Foundation for Arts & Culture
dba Donkey Mill Art Center
FY 2019 LEGISLATIVE
GRANT IN AID REQUEST FOR OPERATIONS**

Introduction

The Holualoa Foundation for Arts & Culture doing business as the Donkey Mill Art Center is seeking \$60,000 in support of art education and experience programs provided for keiki and teens, parent-child, developmentally-disabled adults and senior citizens in support of community wellness through the integration of art education and experiences for the diverse population of West Hawai'i.

I. Background and Summary

1. Description of Applicants Background

Holualoa Foundation for Arts and Culture (HFAC) was established by a handful of individuals who wanted to give their community a place where artists could gather to work, share ideas, and exhibit. In 1995, with just \$700 and newly-secured 501(c)3 status, they began offering weekend classes for adults and children as the board of directors searched for a home. In 2020, the Donkey Mill will celebrate its 25th anniversary of providing arts education and experiences for people of all ages and abilities.

In 2001, thanks to a generous financial gift from a community patron of the arts, and, a successful fundraising campaign, HFAC was able to purchase the historic Kona Coffee Cooperative building, locally referred to as the Donkey Mill. Hard-working volunteers put in countless hours to create a workshop, classroom, and exhibition space out of the old coffee mill while preserving its rustic character. In the fall of 2002, HFAC moved into its new home known as the Donkey Mill Art Center.

Primarily serving the resident population of West Hawai'i, 25% of those served throughout the year are children, close to 60% are middle-aged and 15% over age 65. HFAC consistently delivers art and cultural education through classes, workshops, artist talks, film screenings, and exhibitions at our Holualoa campus and through outreach programs with community partners including Holualoa Elementary, Kahakai Elementary, and Kealakehe Intermediate schools. Holualoa Elementary's student population as of 2017-18 includes 25% Native Hawaiian and 9.8% Hispanic; Kahakai's 23.3% Native Hawaiian, 11.1% Filipino and 11.6% Micronesian; and 30.2% Native Hawaiian, 19.1% Micronesian, and 14.7% Filipino at Kealakehe.

Results of the past year include expanded class and workshop offerings in a wider range of disciplines to meet the needs and expressed interests of our community; targeted outreach to community sectors including teens and elderly; and providing a safe space to openly discuss community challenges and concerns through the vehicles of film and exhibition installations along with a long-cultivated, essential institutional culture of welcoming all levels of experience from absolute beginner to master.

More recent collaborations with non-profit organizations, including the West Hawai'i Community Health Center, Full Life Hawai'i, Abled Hawai'i Artists, and the Regency at Hualalai retirement community characterize the evolution of Donkey Mill Art Center's involvement—and art's important role—in the life of our local community. The Mill has consistently addressed

Creativity - passionate, inspired self-expression
Community - engagement through connection and collaboration
Diversity - inclusive of all ages, abilities and cultures
Process - continuous growth with focus on the journey

2. Goals and Objectives Related to Request

The goals and objectives of the DMAC's Youth Education Program are to spark the imagination of our youth and give them a chance to explore their creativity through an integrated approach to the arts which includes drawing, music, painting, culture, stop animation, ceramics, poetry, printmaking, photography and storytelling. Through these objectives children build confidence in many ways, learning to better express themselves and work with others in intentional and meaningful ways.

The Donkey Mill also seeks to expand *Pua Na Pua*, a 3-week series of entrepreneurial hands-on workshops for developmentally disabled adults in partnership with Full Life Hawaii and Abled Hawaii Artists (AHA) to a year-round program. Participants create works at the Donkey Mill in clay, printmaking and metals to produce items for sale at the *Pua Na Pua Festival* in December. The proceeds are split evenly toward future workshops and between the student participants for whom the experience of finding their work valued promotes a sense of self worth. The ability to extend the program beyond the 3-week workshop schedule will enable the participants to continue gaining marketable skills and increased confidence and connection as active, contributing community members.

The Donkey Mill also seeks to expand its programming to provide art site visit and hands-on workshops for senior citizens, which it currently offers on a limited basis in partnership with the Regency at Hualalai senior residential center.

3. The Public Purpose and Need to be Filled

Nationally, arts and education are being systematically reduced in both schools and public programs despite arts being recognized as a core academic subject under the federal Elementary and Secondary Education Act. Arts education, and opportunities for the arts to flourish, are noticeably missing in geographically isolated regions such as Hawaii. The Donkey Mill Art Center is the only arts organization in west Hawaii with museum quality exhibitions and corresponding educational programming. In the Donkey Mill's community of west Hawai'i, 60-100% public school children are on the federally-funded Free and Reduced Price Lunch Program. On nearby Holualoa Elementary School alone, the Department of Education reported that close to 50% of the students receive free or reduced-cost lunch, Research from the National Endowment for the Arts as well as Americans for the Arts shows that at-risk youth who have access to the arts in and out of school have a 4 percent dropout rate— five times lower than their low socioeconomic status peers and are twice as likely to graduate college as their peers with no arts education; have better workforce opportunities with 72 percent of business leaders surveyed cited that creativity is the number one skill they are seeking when hiring; and exercise more civic engagement in becoming adults who contribute more to their community through a developed sense of compassion and interest in the welfare and well-being of others.

Under the current national political climate which threatens funding for national arts organizations, it is crucial for institutions like the Donkey Mill to continue to supplement arts education for both youth and adults in and beyond the classroom. The Donkey Mill also serve as

scope of the program is designed to not just teach particular skills, but to nurture individual creativity, encourage group collaboration, to give participants the chance to explore new and sometimes life-changing experiences in the arts and to become good citizens.

The tasks and responsibilities for developing lesson plans to accomplish the mission and scope of the Youth Education Program, falls on the Youth Education Program staff. This staff consists of a core group of five highly skilled and competent educators that adhere Common Core State Standards across grade levels with special emphasis on Project Based Learning. Each year the Youth Education staff develop a theme that they base the entire programming around for the year. For example, a Beyond the School after-school program offered by the Donkey Mill for Holualoa Elementary School K-2 and 5th grade students commenced in January 2019 is based on the theme of Malama I Ke Kai. Through fine art practices, students will become advocates for our fragile coral ecosystem in learning about our local coral and communicating the idea of Malama i ke kai through multiple art projects, discussions and gallery walks.

2. Provide a Projected annual timeline for accomplishing the results or outcomes of the Program

The Donkey Mill Art Center's Youth Education Program is a year-round program. Each month there are between 5-12 scheduled classes that take place on campus, as well as classes that occur at locations around the community including in the schools. Beyond the School is a suite of programs offered by the Donkey Mill in service to area keiki and teens includes Teen Weekend Workshops, Parent/Child Weekend Workshops, Spring Art Experience, Summer Art Experience, Fall Art Experience, and the recently launched Teen Council Program that invites teens to self-determine and execute council-led projects in a supportive environment in which to practice collaboration and leadership skills.

The most intensive of Beyond the Schools programs offered is the Summer Art Experience (SAE) for keiki and teens. This series of classes serving 50+ student ages six to 17 annually meets daily at the Donkey Mill over a five-week period and culminates in an open house for family members featuring a performance and student docent-led tours of artworks created in the program on view in the Donkey Mill's exhibition space. Thematic plans for this summer's SAE are focused on the native Hawaiian tradition of pū'olo, or ti-leaf wrapped bundle and the concept of gift as a springboard for students to explore what gifts they were born with and have received from their families to contribute toward making their immediate sphere and the world a better place.

3. Describe its quality assurances and evaluation plans for the request. Plan for monitoring, evaluating and improving program.

In order to deliver genuinely desired programming at the times and in the formats, that are the most effective for participants, the staff conducts online surveys and annual town hall meetings of our nearly 4,000 constituents to learn more about community interests and what classes, special events, and exhibitions they would like the Mill to offer. By doing this, we expect to better serve the community with improved use of resources and developing programs and classes targeted to specific needs. Moreover, we're investigating the community's preferences in the scheduling of our classes, workshops, and pricing models to make our programs truly accessible and affordable. Focus group sessions are regularly held with the Donkey Mill's teaching artists, area public school administration and teachers, and PTOs. We are diligent in maintaining accurate registration records, gathering feedback through Student Teacher Evaluations at the conclusion of every class and workshop, and obtaining written and verbal

None

5. **List all Federal, State and County Government Contracts, Grants and Grants in Aid 2016, 2017, 2018, and 2019**
(see attached)

6. **Balance Sheet**
(See Attached)

IV. Experience and Capability

1. Necessary Skills and Experience

The Donkey Mill Art Center has developed a national/international reputation for the quality of programming, the quality of exhibition, and the quality and caliber of artist who work in our studios. This status has allowed the Donkey Mill to attract world renowned artists to Hawaii to participate in our Artist in Residency program – a program integrated with the Youth Education Program in providing hands-on keiki workshops led by visiting artists.

2. Facilities

The Donkey Mill Art Center owns 2,720 square foot structure, plus covered 1,000 square foot ceramic studio on 1.35 acres in Holualoa, HI. The architecturally significant building occupied three levels in the historic coffee mill originally constructed in 1953, to house the Kona Coffee Cooperative Association. The building houses the staff offices, school shops, library reading room, rest rooms, a print room with 2 presses, a ceramic studio with 2 kilns, an art gallery and a retail space, open art studios and storage. The building is handicap accessible. The structure is wood sheaving with a metal roof. The ceramic studio is an integral part of the art center and is located slightly separated from the main building under a metal roof, open on 2 sides and is also handicap accessible.

V. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualification, Supervision and Training

The Youth Education Program is staffed with a core group of 5 highly trained art educators. Each staff member is an accomplished artist who has many years of experience working with youth and teach art education. The Youth Education staff is supervised by the Youth Program Director reporting to the Executive Director. The Operations team provides extensive support of all programs, including, but not limited to class registration, accounts payable, receivables, constituent management database, marketing, social media, facilities maintenance, supplies and greeting the public, including parents and students at the front desk. The Operations team of 2 is highly trained in office skills, including database administration, statistical tracking and customer service with extensive knowledge of local community needs and resources.

2. Organization Chart

The staff of the Donkey Mill is comprised of the Executive Director reporting to the (Board of Directors) with currently 4 FT paid staff, including the Youth Program Director (and 4+ teaching artist direct reports for most programs), Operations Director, Administrative Coordinator and Ceramics Studio Manager. For the volume of programming and services it provides to the community, the staff is very lean, efficient and heavily dependent on volunteers and judicious

retention of contract hires for larger scale programs, e.g., additional teaching artists hired for larger school groups.

3. Compensation

Below is a listing of the three highest paid staff and their annual earning:

- Executive Director (\$63,000)
- Operations Director (\$46,000)
- Youth Programs Director (\$46,000)

Vi. Other

1. Litigation

None

2. Licensure or Accreditation

None

3. Private Educational Institutions

N/A

4. Future Sustainability Plan

As a 501 c 3 Nonprofit, all program and operational funding will be derived from membership fees, program participation, individual donor giving, corporate donations, and grants.

5. Certificate of Good Standing

(see attached)

6. Declaration Statement

(see attached)

7. Public Purpose


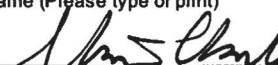
Yes

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

App

Donkey Mill Art Center

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	46,000			
2. Payroll Taxes & Assessments				
3. Fringe Benefits	9,200			
TOTAL PERSONNEL COST	55,200			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Art Supplies	4,800			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES	4,800			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	#REF!			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	60,000	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  Name (Please type or print) </div> <div style="text-align: center;"> (808) 322-3362 Phone </div> </div>		
(b) Total Federal Funds Requested		<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  Signature of Authorized Official </div> <div style="text-align: center;"> 1/18/19 Date </div> </div>		
(c) Total County Funds Requested		<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> MAJA CLARK Name and Title (Please type or print) </div> <div style="text-align: center;"> Executive Director </div> </div>		
(d) Total Private/Other Funds Requested				
TOTAL BUDGET	60,000			

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2018 to June 30, 2019

Applicant: Donkey Mill Art Center

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Youth Education Staff 1 FTE	1 FTE	\$46,000.00	100.00%	\$ 46,000.00
Operations staff 1 FTE	1 FTE	\$46,000.00	20.00%	\$ 9,200.00
				\$ -
				\$ -
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				\$ -
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				\$ -
TOTAL:				55,200.00
JUSTIFICATION/COMMENTS:				

Funds requested will cover 1 FTE Youth Education Program staff from a total staffing of 5 people; and a portion of Operations staff from

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: _____ Donkey Mill Art Center _____

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM
NA		
TOTAL:		

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE
NA		
TOTAL:		

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2019 to June 30, 2020

Applicant: _____ Donkey Mill Art Center _____

FUNDING AMOUNT REQUESTED				
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED
	FY: 2016-2017	FY: 2017-2018	FY: 2018-2019	FY: 2018-2019
PLANS				
LAND ACQUISITION				
DESIGN				
CONSTRUCTION				
EQUIPMENT				
TOTAL:				
JUSTIFICATION/COMMENTS:				
DOES NOT APPLY				

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

App

Donkey Mill Art Center

Contracts Total:

40,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Youth Programs	FY18/19	Hawaii State GIA	State	40,000
2					
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